

## APPLICATION CHECKLIST

### ADULT BUSINESS OPERATOR APPLICATIONS

(EVERY ITEM MUST BE COMPLETE BEFORE APPLICATION AND FEES CAN BE ACCEPTED)

- ☐ Completed and signed application (Sales Tax & Special Regulatory)
- ☐ Picture ID
- ☐ 2 Fingerprint Cards with attached contact information form (Sent to City of Glendale by independent fingerprinting agency)
- ☐ Detailed Diagram of Premise
- ☐ Copy of Ownership Type Legal Documents or Arizona Works Act Compliance Guidelines

**Application packet is processed by:**

1. Glendale Tax and Licensing Division – You will be contacted once fingerprint cards are received
2. Glendale Police Department
3. Glendale Building Safety Department
4. Glendale Planning and Zoning Department
5. Glendale Fire Safety Department

**Approval/Denial Timeframe:** The approval/denial timeline not to exceed 15 days for a temporary license and 60 days for an annual license from the time the applications is accepted by the city.

Upon approval, the license will be issued by mail.

**Upon denial** The Tax and License Division or Police Department may deny the application if any of the requirements of Glendale City Code, Chapter 21.2 has not been met. In the event of denial the applicant shall be notified by mail of the denial and the reasons therefore. The applicant may appeal such denial pursuant to the provisions of this Chapter. (21.2-32)